

Safe Step-Ladder Maintenance and Use Policy

Ownership:

Effective following the release of this policy, Facilities Management department will no longer issue "loaner" step-ladders to requesting departments.

All Otis College of Art and Design departments and teams whose activities often require use of a step-ladder shall requisition and maintain own step-ladders.

Height and design of purchased step-ladders will be determined by individual departments according to expected scope of work and assessed needs.

Maintenance and Use:

Each of the departments in possession of own step-ladder(s) will need to designate a manager or a supervisor to oversee issuing a step-ladder to individual employees, confirming employee's training status, and ensuring that department's step-ladder is stored in a secure manner.

The designated manager or supervisor and individual employee users will be required to complete an online Safe Step-Ladder Use self-certification module. Certificates of completion for employee users will be forwarded to their respective managers or supervisors upon receipt by Environmental Health and Safety Manager.

The designated manager or supervisor for each department in possession of a step-ladder will be responsible for ensuring that step-ladders are safe to use and that users can recognize and avoid hazards associated with unsafe ladder use, as per completed online training module.

Liabilities from a failure to vet a user or an activity requiring a step-ladder, red-tag a broken or unsafe step-ladder, or report hazardous conditions or activities involving step-ladders to Environmental Health and Safety Manager shall be delegated directly to the departments that will acquire own step-ladders.

After-hour step-ladder use should be avoided due to likely decreased safety oversight and supervision abilities.

Step-ladder use by students must be vetted and supervised by a designated manager or a supervisor from a department sponsoring the student event or loaning out the step-ladder.